

**VIRGINIA DEPARTMENT OF SOCIAL SERVICES**

**Division of Family Services  
Permanency Unit**

**Announces an Application**

**For Funding under the**

**Achieving Permanency Through Adoption Program**

**RFA Grant Number: SVC-05-067**

**Deadline: May 6, 2005, 5:00 p.m.**

**An optional pre-application workshop will be held from 10:00 a.m. until  
1:00 p.m., Monday, April 11, 2005 at Forrest Office Park, 1604 Santa  
Rosa Drive, Richmond, VA 23229**

**More information about the pre-application conference is available on  
the website at [www.dss.state.va.us](http://www.dss.state.va.us) under the heading “grants.”**

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## **I. INTRODUCTION**

### **Purpose**

The purpose and intent of this Request for Application (RFA) is to award sub-grants to public or private sector agencies in Virginia to implement, achieve and support pre-placement, placements and post-placement adoption services for children in foster care and families who come forth to adopt children in custody of local departments of social services. The sub-grants may provide services in one jurisdiction, or partner with public agencies to achieve adoption across multi-jurisdictions to accomplish the grant outcomes. The sub-grants are competitive sub-grant awards for one year and renewable for two additional years based on satisfactory completion of the requirements and approved deliverables.

Grants awarded under Title XX and state general funds are intended to be used to award competitive sub-grants for the adoption of children placed in foster care by Virginia's local departments of social services and to provide services that address the identified needs of these children in all of Virginia's communities.

### **Eligible Applicants**

Eligible applicants are local department of social services in Virginia or licensed child-placing agencies with offices in Virginia who have skills and experiences to provide at least one of the services described.

Responsibilities of Selected Sub-grantees:

- Agree to the terms set forth in the Request for Application by signing the Statement of Sub-grant Award Acceptance
- Accept referrals from local departments of social services; and
- Attend meetings with the Virginia Department of Social Services (VDSS) at least three times per year.

### **Funding Available and Grant Period**

A total of \$1,123,500 is available. Sub-grants are funded on a competitive basis and only the highest quality applications will be awarded funding. A minimum of 10% cash or in-kind match is required. No other federal funds may be used as part of this match. Applicants must not use local, state, or other federal funds already being used for other matching purposes. The application must provide sufficient documentation in the application that the matching funds are eligible and consistent with the guidelines given.

The funding period for sub-grants for the first year will be July 1, 2005 to June 30, 2006. The grant may be renewed for two full subsequent funding years beginning July 1, 2006 and ending June 30, 2008.

## **How to Apply**

Applicants requesting funding must submit two original and seven (7) copies of the Achieving Permanency through Adoption Application **no later than 5:00 p.m. on May 6, 2005**. The applications should be addressed to Pamela Fitzgerald Cooper, Virginia Department of Social Services, Division of Family Services, Permanency Unit, 7 North Eighth Street, Richmond, Virginia, 23219-3301. Applications received after the deadline will not be considered. **Emailed or faxed applications will not be considered.**

## **Optional Informational Workshop**

To aid applicants in their sub-grant application preparation, VDSS is sponsoring a one half day pre-application workshop. This workshop will be held Monday, April 11, 2005 from 10:00 a. m – 1:00 p. m. at the Wythe Building, Forrest Office Park, 1604 Santa Rosa Drive, Richmond, Virginia. This informational meeting is voluntary; however, the information provided may be very helpful to individuals completing the sub-grant application.

The workshop will include an overview of the Achieving Permanency Through Adoption Program, sub-grant requirements and preparation, budget development, and information about the sub-grant review process. Please bring a copy of the sub-grant application packet to the workshop.

## **Additional Information**

Copies of this sub-grant application, including the necessary sub-grant application forms and instructions, may be downloaded from the DSS website at [www.dss.state.va.us](http://www.dss.state.va.us), click on grant opportunities in the upper portion of the home page, and then click on the link to the application for Achieving Permanency Through Adoption sub-grant. Sub-grant award notices will also be posted on this website.

If you have additional questions regarding the sub-grant application material or process, please contact:

Pamela F. Cooper  
[pamela.cooper@dss.virginia.gov](mailto:pamela.cooper@dss.virginia.gov)  
804-726-7575  
7 North Eighth Street  
Richmond VA 23219-3301

## **II. PROGRAM OVERVIEW AND REQUIREMENTS**

### **Program Overview**

The purpose of this Achieve Permanency through Adoption Request for Application is to provide adoption services to children in the custody of local departments of social services in Virginia, to seek and assist families who come forth to adopt these children and to support the adoption workers with achieving adoption activities and efforts. Sub-grants that will be awarded are competitive grants awarded for one year with the potential for two additional one year renewals. The goal of this sub-grant program is to achieve permanency through adoption of children in foster care of a local department of social services in a timely manner.

Over the past few years, the Virginia Department of Social Services (VDSS) has continuously reviewed the adoption program to identify program enhancement and service improvements. In preparation of this Request for Application, VDSS reviewed the major findings of the Child and Family Review of 2003, review data related to children with the goal of adoption, reviewed federal studies and reports related to the enhancement of adoption of children in foster care and gathered information from current contractors on issues and barriers that continue to need improvements and successes that compliment services to children with the goal of adoption. This Request for Application is based on the findings and suggestions made to the Department to improve adoption services to children in custody of the local departments of social services.

In July 2003, the federal Child and Family Services Review (CFSR) was conducted of the child welfare program in Virginia. The CFSR is designed to 1) help states improve child welfare services including children protective services, foster care, adoption, and family preservations, and independent living services; and 2) to show measurable outcomes for children and families. The CFSR assesses a state's performance with regard to seven child welfare outcomes pertaining to children's safety, permanency, and well being; and seven systemic factors relevant to state's ability to achieve positive outcomes for children who come into contact with the child welfare system. The federal government has also established national performance standards to which states will be held accountable. The national performance standard for adoption is that 32% of children leaving foster care will leave care through adoption within 24 months of entry into foster care. Virginia's rate at the time of the CFSR was 17.9%. Clearly, more work is needed in order for Virginia to meet the national standard.

Comments from the Child and Family Review related to adoption that the VDSS is attempting to improve upon include the following agency related barriers:

- ▶ Not consistently making concerted efforts to achieve finalized adoption for children in a timely manner.
- ▶ Maintaining a goal of reunification for too long a period of time.
- ▶ Failing to complete the necessary paperwork in a timely manner.
- ▶ Lack of provision of adoption counseling to children.
- ▶ Lack of discussion with foster parents about adoption including information about adoption assistance.
- ▶ Failure to file for termination of parental rights in a timely manner.
- ▶ The need for dual approval of families as foster and adoptive parents to prevent the duplication of approval activities and to enhance concurrent planning for children who become available for adoption and

VDSS prepared a Program Improvement Plan to address the areas that were identified as needing improvement. The Plan was approved in January 2005 by the Federal government. Applications considered for this RFA should address the improvement in agency barriers for children available for adoption.

The Statewide assessment prepared by The Virginia Department of Social Services as part of the CFSR is available on the on line at: [www.dss.state.va.us/family/cfsr](http://www.dss.state.va.us/family/cfsr) . The Final Report of the Child and Family Services Review is also available at the above web address.

In 2002, the Department contracted with eleven private child placing agencies and two public agencies to provide adoption services for children waiting children. The Department met with these contractors on February 10, 2005 to highlight the success of these contractors, to identify issues and barriers with the current grants processes, issues related to achieving permanency through adoption and new directions to achieve adoption for children in foster care. Twenty-six representatives from the private agencies local agencies and state staff attended this meeting. Success that these contractors shared included: placement of a specific child with multiple physical health issues, the collaboration of PRIDE training with the Montgomery Group, the 19<sup>th</sup> Virginia One Church One Child Conference; the collaboration of public and private agencies to provide adoption celebration activities in November 2004, developing programs for front line workers on attachment issues faces by children available for adoption, finalizing adoption of several teenage sibling groups, developing a network of therapist with competencies in adoption issues, the adoption of older teenagers, holding an adoption party with over

300 people attending, and working with other grantees to improve adoption services in Virginia.

Participants also identified issues that are global to all adoptions in the state and identified issues unique to sub-grantees providing services for the children in custody of local department of social services. Some of the issues are:

- Collaboration among public and private agencies and collaboration across jurisdictional lines among public agencies has developed but continues to need strengthening.
- The interpretation of adoption subsidy policy varies from agency to agency and from worker to worker.
- Post placement support services are beginning to develop with current grant activities, but need continual support especially in rural areas.
- Clinical therapists to work with children and families lack specific training on adoption processes and procedures to effectively work with children and families.
- Finding clinical therapist to work with adoptive families/children is difficult;
- Recruitment efforts continue to have scheduling and attendance challenges for children and agency workers to attend matching events.
- Lack of ongoing communication between local department of social services and private agencies on the status of children or families.
- Establishing shared responsibility for adoption attainment of the children available for adoption between the local public agency and the private agency.
- Lack of specific initiatives to promote the adoption of children nine and older.

This RFA seeks collaborative applications between local department of social services and public/private partnerships between private adoption agencies and local departments of social services to address the issues identified in the CFSR and to remove the barriers identified by current sub-grantees. The VDSS will lead specific activities for sub-grantees to achieve collaboration, networking, and a transfer of knowledge.

Data:

Within the past year, the number of children with the goal of adoption has been about 1,700 per month. Fifty four percent (54%) of these children are male and forty-six percent (46%) are females. The races of these children are 47.4 % African American, 44.4% White, .4% Asian, 6.7 % multi-raced and 1.1 races unknown. The ages of children with the goal of adoption vary, but are similar to the data for February 2005:

**Foster Care Demographic  
Report for Children with a Goal of Adoption  
For February 2005  
Data as of March 1, 2005**

<b>Age Groups</b>	<b>Number</b>	<b>Percentage</b>
<b>Under 1</b>	<b>28</b>	<b>1.6%</b>
<b>Age 1-thru 5</b>	<b>558</b>	<b>32.8%</b>
<b>Age 6-9</b>	<b>393</b>	<b>23.1%</b>
<b>Age 10-12</b>	<b>365</b>	<b>21.5%</b>
<b>Age 13-15</b>	<b>290</b>	<b>17.1%</b>
<b>Age 16-18</b>	<b>64</b>	<b>3.8%</b>
<b>Ages 19 &amp; over</b>	<b>1</b>	<b>0.1%</b>
<b>Total Ages</b>	<b>1699</b>	<b>100.0%</b>

The number of children in custody of local departments of social services with parental rights terminated averages 1,000 children monthly, with a third of these children in adoptive placements and two-thirds awaiting adoptive placements. Almost half of the children waiting for permanent adoption families are age nine and older. Promoting adoption opportunities for children nine and older is a priority population for this sub-grant funding. These children may be male, of African American heritage, members of a sibling group or may have other special needs such as educational, behavioral or emotional issues and conditions that will need special services to achieve adoption. The VDSS is looking for innovative recruitment techniques based on proven state-of-the-art best practices.

The Department is aware that local departments of social services need additional resources to recruit and provide a full range of placement services for children with the goal of adoption. These sub-grants should be viewed as a way of increasing staffing resources for local departments of social services that specialize in providing adoption services for children in foster care.

Through sub-grants award from this RFA, the Department will continue to support the delivery of adoption services through partnerships between private and public agencies and collaborative agreements with the local departments of social services. All recipients of these grant funds must be knowledgeable of resources currently available for adoptive children and their families and willing to work collaboratively with these resources. These resources include the Virginia One Church One Child Program, Adoptive Family Preservation Services System, a Child Waiting, match retreats and other events that promote adoption.



## **Program Requirements**

### **Category A: Services for Children Age Nine and Older**

The services provided in category are to be focused on innovative strategies for locating adoptive families for children age nine and older. Strategies may include reconnecting the child with relatives and evaluating individuals whom the child indicates are significant adults in their lives. Agencies who select this category must identify one or more agencies with whom they will partner, and mutually agree upon terms of their partnership. Projects supported under this category are expected to provide the following services components through public/private partnerships or local agency collaborations:

1. Recruitment:

Conduct innovative recruitment activities to identify and approve adoptive families for children ages nine and older.

2. Orientation and Initial Contact:

- a. Contact prospective family within one working day (as defined by the contractor agency's operational policies) of referral;
- b. Conduct orientation meeting with in a group or individually within two weeks of referral. The orientation shall, at a minimum, be a discussion of the characteristics of waiting children, and explanation of the adoption process.
- c. Design and deliver an education and self assessment component to prepare families for the challenges of being an adoptive parent of a child in foster care.

3. Home Studies:

When needed, conduct home studies for the families who show interest in a specific child.

- a. Accept application for home studies and approve adoptive applicants based on an assessment of competent skill of the applicant's ability to parent a child not born to them and when applicable, the family's ability to parent cross-racially. Home studies shall be complete in accordance with the state policy and within 90 days from the date of the orientation meeting.
- b. Submit complete home studies to the Adoption Resource Exchange of Virginia (AREVA) with the appropriate documents prescribed by the department within thirty days from the date of the home study approval.
- c. Advocate and network to identify children for approved families using formal and in formal processes. These processes shall

included review of the AREVA photo-listing and contact with local departments of social services. This RFA is for not for children in custody of private Virginia child placing agencies or out-of-state agencies may available for adoption.

#### 4. Pre-placement and Placement Services

- a. Assess the needs of the child and prepare the child for adoption;
- b. Provide assistance to the parents in assessing their ability to parent a particular child and their readiness to proceed with placement;
- c. Inform families of adoption assistance and assist them in applying, when appropriate;
- d. Work cooperatively with the agency who had custody of the child;
- e. Provide supportive and other services to families as requested by the Department and mutually agreed upon by all parties affected.

#### 5. Post Placement Services

- a. Conduct supervisory visits when agreed to with local department of social services and submit summary reports as required by state policy and local agency.
- b. Provide supportive services to families focused on ensuring a successful placement. These include, but are not limited conducting individual or group services with families when needed.
- c. Provide other services as requested by the Department and mutually agreed upon by all parties.

### **Category B: Services for Children in Foster Care**

The services provided in this category shall be targeted to children in custody of local department of social services and to the services and support of the specific families who come forth to adopt these particular children. Collaborative partnerships between private, licensed child placing agencies and public local departments of social services with custody of children shall be for the purpose of recruitment for and adoption services to children. Agencies who select this category must identify one or more agencies with whom they will partner, and mutually agree upon terms of their partnership. Projects supported under this category are expected to be modeled on evidence based best practice, and provide the following services components through partnership:

1. Recruitment:

Conduct recruitment activities to identify and approve adoptive families for children available for adoption.

2. Orientation and Initial Contact:

- a. Contact prospective family within one working day (as defined by the contractor agency's operational policies) of referral;
- b. Conduct orientation meeting with in a group or individually within two weeks of referral. The orientation shall, at a minimum, be a discussion of the characteristics of waiting children, and explanation of the adoption process.
- c. Design and deliver an education and self assessment component to prepare families for the challenges of being an adoptive parent of a child in foster care.

3. Home Studies:

- a. When needed, conduct home studies for the families who show interest in a specific child.
- b. Accept application for home studies and approve adoptive applicants based on an assessment of competent skill of the applicant's ability to parent a child not born to them and when applicable, the family's ability to parent cross-racially. Home studies shall be complete in accordance with the state policy and within 90 days from the date of the orientation meeting.
- c. Submit complete home studies to the Adoption Resource Exchange of Virginia (AREVA) with the appropriate documents prescribed by the department within thirty days from the date of the home study approval.
- d. Advocate and network to identify children for approved families using formal and in formal processes. These processes shall included review of the AREVA photo-listing and contact with local departments of social services. This RFA is for not for children in custody of private Virginia child placing agencies or out-of-state agencies may available for adoption.

4. Pre-placement and Placement Services:

- a. Assess the needs of the child and prepare the child for adoption
- b. Provide assistance to the parents in assessing their ability to parent a particular child and their readiness to proceed with placement

- c. Inform families of adoption assistance and assist them in applying, when appropriate
- d. Work cooperatively with the agency who had custody of the child.
- e. Provide supportive and other services to families as requested by the Department and mutually agreed upon by all parties affected.

#### 5. Post Placement Services

- a. Conduct supervisory visits when agreed to with local department of social services and submit summary reports as required by state policy and local agency.
- b. Provide supportive services to families focused on ensuring a successful placement. These include, but are not limited to conducting individual or group services with families when needed.
- c. Provide other services as requested by the Department and mutually agreed upon by all parties.

### **Category C: Field Initiated Demonstration Projects**

Field-initiated demonstrated projects that involve innovative approaches to providing adoption services children in custody of the local departments of social services for specified children ages nine and older, or to specific children with special needs. Topic of interest include but are not limited to improving recruitment and adoption services to children of African-American or mixed races; improving outcomes of children by accessing services and supports to meet the well-being of the child and family to include the developmental, emotional and behavioral challenges of the children, improving recruitment and adoption services of families by providing joint special training to adoption workers of local department of social services and private child placing agencies, improved outcomes for children exposed to trauma before and during placements, and reducing the length of time to adoption, while ensuring adequate preparation of children and families. Agencies who select this category must identify one or more agencies with whom they will partner, and mutually agree upon terms of their partnership.

Projects supported under this category are expected to be contributors of models for other such projects, based on evidence based best practices, and, at a minimum, provide the following services components:

#### 1. Recruitment:

Conduct recruitment activities to identify and approve adoptive families for children available for adoption, especially children ages

nine and older.

2. Orientation and Initial Contact:

- a. Contact prospective family within one working day (as defined by the contractor agency's operational policies) of referral;
- b. Conduct orientation meeting with in a group or individually within two weeks of referral. The orientation shall, at a minimum, be a discussion of the characteristics of waiting children, and an explanation of the adoption process.
- c. Design and deliver an education and self assessment component to prepare families for the challenges of being an adoptive parent of a child previously in foster care.

3. Home Studies:

- a. When needed, conduct home studies for the families who show interest in a specific child.
- b. Accept application for home studies and approve adoptive applicants based on an assessment of competent skill of the applicant's ability to parent a child not born to them and when applicable, the family's ability to parent cross-racially. Home studies shall be complete in accordance with the state policy and within 90 days from the date of the orientation meeting.
- c. Submit complete home studies to the Adoption Resource Exchange of Virginia (AREVA) with the appropriate documents prescribed by the department within thirty days from the date of the home study approval.
- d. Advocate and network to identify children for approved families using formal and in formal processes. These processes shall included review of the AREVA photo-listing and contact with local departments of social services. This RFA is for not for children in custody of private Virginia child placing agencies or out-of-state agencies may available for adoption.

4. Advocate and network to identify children for approved families using formal and in formal processes. These processes shall included review of the AREVA photo listing and contact with local departments of social services. This RFA is for not for children in custody of private Virginia child placing agencies or out-of-state agencies may available for adoption.

#### 5. Pre-placement and Placement Services:

- a. Assess the needs of the child and prepare the child for adoption;
- b. Provide assistance to the parents in assessing their ability to parent a particular child and their readiness to proceed with placement;
- c. Inform families of adoption assistance and assist them in applying, when appropriate;
- d. Work cooperatively with the agency that had custody of the child;
- e. Provide supportive and other services to families as requested by the Department and mutually agreed upon by all parties affected.

#### 5. Post-Placement Services

- a. Conduct supervisory visits when agreed to with local department of social services and submit summary reports as required by state policy and local agency.
- b. Provide supportive services to families focused on ensuring a successful placement. These include, but are not limited to conducting individual or group services with families when needed.
- c. Provide other services as requested by the Department and mutually agreed upon by all parties.

Applications must describe an innovative, multifaceted approach to addressing adoption for children in custody of the local departments of social services. Within the broad program requirements stated above, sub-grant funds can be used for activities such as the following:

- ▶ Salaries and fringe benefits of adoption designated workers, adoption trainers, adoption recruiters and appropriate share of project manager's costs
- ▶ Adoption Services to children available for adoption
- ▶ Supplies, materials and meeting expenses necessary for the grant activities
- ▶ Limited equipment includes one time purchase of equipment such as computers and cell phones.

Funds from this sub-grant cannot be used for indirect cost. These expenses may be contributed toward the cash or in-kind costs.

### III. APPLICATION PREPARATION AND SUBMISSION INSTRUCTIONS

Local departments of social services and private child placing agencies licensed to do business in Virginia are eligible to apply for these funds. **IN ORDER TO BE CONSIDERED FOR SELECTION, APPLICANTS MUST SUBMIT THEIR PROPOSAL AND THE COMPLETE REQUEST FOR APPLICATIONS.**

Applicants should be sensitive to the cultural, socio-economic and community influences which affect the development and functioning of families, as well as:

- Have knowledge of adoption as a life long process;
- Be familiar with the community they propose to serve;
- Be willing to provide services to families in their homes;
- Have good relationships and networks in place with other agencies providing services to families in the community they propose to serve;
- Provide assurances that project staff or a staff representative from the agency will attend adoption conferences and workshops sponsored/co-sponsored during the year by the VDSS to include the One Church One Child Annual Conference and adoption parties;
- Provide assurances that the project officer and adoption worker will attend quarterly meetings as required by the VDSS.

Proposals shall be signed by a representative of the applicant that is in a position of authority such as an Agency Director or Chair of a Board of Directors. All information requested must be submitted. **Failure to submit all information requested may result in the proposal being rejected.**

Proposals should be prepared concisely, providing a straight forward description of capabilities to satisfy the requirements of the RFA. Emphasis should be on completeness and clarity of content.

In order to be considered for funding, all applicants must submit an original and seven (7) unbounded copies of the following documents in the following order:

#### 1. SUB-GRANT APPLICATION COVER SHEET

A Sub-grant Application Cover Sheet (Attachment A) has been provided and shall be submitted as the cover page of the sub-grant application. Applications, which lack required signatures, will not be considered.

#### 2. EXECUTIVE SUMMARY

Provide a one-page summary of the proposal highlighting key elements regarding services proposed. This page does not count toward the 30 page limit.

### 3. WORK PLAN NARRATIVE

The work plan narrative cannot exceed 30 pages and must be organized in a manner that clearly addresses each of the following, in the order listed. Narratives that are concise and specific will be viewed most favorably.

- a. Provide a statement of need for the services being proposed.
- b. Provide a detailed description of how each component of the project will be implemented. Describe the number of families you propose to serve (breakdown by service such as recruitment, home study, pre-placement, placement and post adoptive placement services). If child specific, describe home many children you will serve. Describe the staff, facilities and time that will be required to complete the project. Specify how collaboration among public and private agencies and collaboration across jurisdictional lines among public agencies will be strengthened and how conflicts will be resolved.
- c. Describe the competency of key project staff, including descriptions of current and previous relevant experience in serving children with special needs, current caseload, and a short narrative of project staff's understanding of the Multiethnic Placement Act (MEPA). Position descriptions and resumes must be included and are counted in the page count.
- d. Indicate whether current staff will be used or whether new staff will be hired for the project.
- e. Describe fully the services that will be included in the process, and the methodology for providing services. The methodology must include the required component of services proposed as outlined in the specific categories.
- f. Describe how the activities proposed will address those areas needing improvement identified by the CFSR and describe in the Program Overview.
- g. Describe how the agency will incorporate current initiatives, such as Virginia One Church One Child, Adoptive Family Preservations Services, Waiting Child Series, and other adoption events to enhance the services provided through this contract.
- h. Describe how the agency will incorporate the use of technology into service delivery under this grant, such as video cameras, teleconferencing, etc.
- i. Describe how the agency will incorporate best practices into service delivery under this grant.
- j. Identify the education and self assessment component that will be used to prepare families.



#### **4. ORGANIZATIONAL CAPABILITY AND STRUCTURE**

- a. Give a history of your agency focusing on important activities and accomplishments over the last 10 years.
- b. Describe the “track record” of your organization and any previous or current experience in the provision of services to families emphasizing particular strengths/experiences working with families of diverse cultures and socio-economic backgrounds and families of children with physical and mentally challenging conditions.
- c. Describe your agency’s experience with adoption of children with special needs; preparing families and children for adoption and work with post adoption services.
- d. Describe the philosophy of all participating agencies in regard to placement of children across jurisdictional lines.
- e. Identify the geographic locations to which services will be delivered.

#### **5. EVALUATION PLAN**

- a. The evaluation plan must provide measures project outputs (quantity) and outcomes (quality) of services.
- b. The evaluation plan must utilize researched-based instruments, when practicable.
- c. The evaluation of outcomes must be based on the stated goals, objectives and activities.

#### **6. PROPOSED BUDGET**

Complete the Itemized Budget Sheet (Attachment B). Attach to the Itemized Budget Sheet a budget narrative that includes a) description of each proposed expenditure and b) justifies the proposed expenditure by explaining the need for it. Dollar amounts for cash or in-kind match must be thoroughly justified.

A minimum of 10% cash or in-kind match is required. No other federal funds may be used as part of this match. Applicants must not use local, state, or other federal funds already being used for other matching purposes. The application must provide sufficient documentation with the application that the matching funds are eligible and consistent with the guidelines given.

When calculating the match, divide the amount of the request by the difference between 100% and the match %, then subtract the amount requested from the figure obtained. For example, a 10% cash or in-kind match may be computed by dividing the amount of the request by .90 and subtracting the request from the figure obtained.

A program requesting \$50,000 would be required to provide a case or in-kind match in the amount of \$5,000 ( $\$50,000/.90 = \$45,000$  less the \$50,000 requested amount, for a match totaling \$5,000).

**All expenses included in the application must be allowable under federal and state regulations, must be reasonable and necessary and apply directly to the project.**

This grant limits equipment for desktop or laptop computer or cell phones to a one time purchase.

## **7. LETTERS OF SUPPORT or COLLABORATIVE AGREEMENTS**

Please provide letters of support from at least three adoptive parents in for whom you have finalized an adoption in the past 3 years, three local departments of social services in separate areas of the state where you have been successful in assisting in the adoption of a child in the past 3 years. Provide letters of collaboration from each of agencies or the local departments of social services working with you on the grant to get children in their custody adopted in a timely manner within the grant period.

## **8. REQUIREMENTS AND ASSURANCES**

A list of Federal Assurances (Attachment C) and General Sub-grant Conditions and Assurances (Attachment D) have been provided. If these attachments lack signatures the application will not be considered.

## **9. WORKPLAN**

A work plan must be provided that identifies the goals, objectives, and benchmarks of the project.

## **IV. PROCESS OF REVIEW AND CRITERIA FOR AWARD**

Sub-grant applications will be reviewed by a panel of individuals who have demonstrated expertise in a specific program area and will make programmatic and budgetary recommendations for sub-grant award.

### **A. Specific Criteria To Be Used By Sub-grant Reviewers:**

#### **1. Documentation of Need: 10 points**

B. evidence of need/risks

C. demonstration of need for this funding in light of other funding being received in the community.

2. Workplan Narrative: 40 points

- a. Quality of proposed strategies
- b. Clarity of design
- c. Feasibility and economy
- d. Reflects state-of-the-art practice
- e. Utilizes evidence based practice
- f. Demonstrates an interagency, collaborative approach to delivering project services and achieving outcomes

3. Evidence of Organizational Capacity and Structure: 10 points

- a. evidence of effective coordination of related efforts in the community
- b. evidence of commitment to continuation of programs/activities when sub-grant funding ends.

4. Plan for Evaluation 20 points

- a. The evaluation plan measures project outputs (quantity) and outcomes (quality) of services.
- b. The evaluation plan utilizes researched-based instruments, when practicable.
- c. The evaluation of outcomes is based on the stated goals, objectives and activities.

5. Budget 20 points

The budget is reasonable in regard to the services being provided and the number of clients being served. All applicants must complete a W-9 form (Attachment F) to receive reimbursement for expenditures reported on a quarterly basis. Invoices for billing VDSS will be provided to applicants awarded sub-grants.

B. Award to Sub-grantees:

The Request for Applications process is a competitive process and awards are given based on a review of criteria defined within the RFA and negotiations of final terms. The Department reserves the right to award single or multiple awards. The Department may withdraw the RFA or reject applications at any time prior to the award.

**V. REPORTING REQUIREMENTS**

The selected sub-grantee must complete quarterly progress reports (Attachment G) due on the following days after the end of each quarter:

Quarters		Due
1	July 1, 2005- September 30, 2005	October 15, 2005
2	October 1, 2005– December 31, 2005	January 15, 2006
3	January 1, 2006 – March 31, 2006	April 15, 2006
4	April 1, 2005 – June 30, 2006	July 15, 2006

Budget reports must be submitted with the quarterly reports.

## **VI. APPLICATION FORMS**

- A. SUB-GRANT APPLICATION COVER SHEET
- B. ITEMIZED BUDGET
- C. FEDERAL PROGRAM ASSURANCES
- D. GENERAL SUB-GRANT CONDITIONS AND ASSURANCES
- E. ACTIVITIES/OUTCOMES
- F. W-9 FORM
- G. ADOPTION GRANT QUARTERLY PROGRESS REPORT